

# Organise albums into collections

Create collections and sub-collections in the Gallery, move albums into place and delete a collection without losing any photo.

4 min · Available · 2026-09-26

## Before you begin

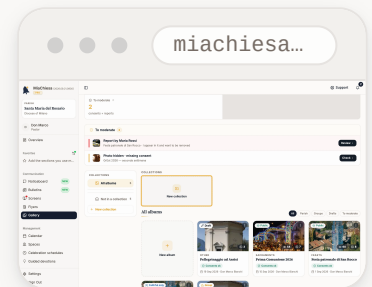
- ✓ You need the Manage gallery collections permission to create, rename and delete collections.
- ✓ Moving an album into a collection also needs Manage gallery albums.

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## Create a collection

Open **Gallery**. In the **Collections** section select the **New collection** tile (on a computer it is also at the bottom of the list on the left).



**Fig. 1** A collection on the Gallery home starts here.

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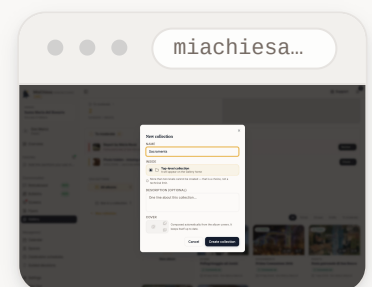
## Name it and choose where it sits

In the **New collection** window type the **Name**. Under **Inside** keep **Top-level collection** ("It will appear on the Gallery home") or pick an existing collection to make it a sub-collection.

**Description (optional)** is a one-line introduction; the **Cover** is composed automatically from the album covers. Select **Create collection**: "Collection created" appears.

### Two levels at most

A sub-collection cannot hold others: "More than two levels cannot be created".



**Fig. 2** Name and position are enough: the rest is optional.

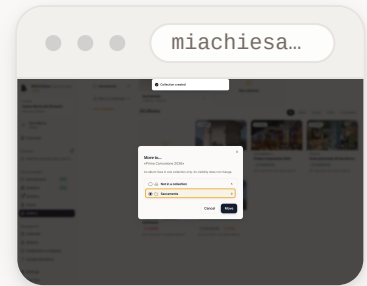
3

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## Move an album

On the album cover open the three-dot menu and choose **Move to....** Select the collection (or **Not in a collection**) and confirm with **Move**: "Album moved" appears.

An album lives in one collection only. Moving it does not change who can see it: visibility stays on the album.



**Fig. 3** The chosen collection is highlighted before you confirm.

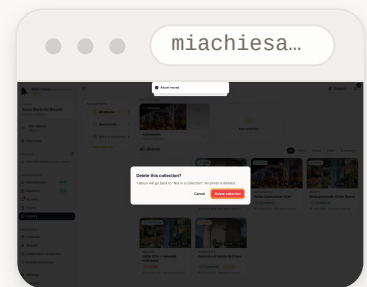
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## Rename or delete a collection

From the collection's three-dot menu choose **Rename**, **New sub-collection** or **Delete collection**. Deleting asks for confirmation in **Delete this collection?**, which says how many albums go back to "Not in a collection".

Sub-collections are deleted with the collection. No photo and no album is deleted.



**Fig. 4** The confirmation says where the albums will end up.

## What you have achieved

- ✓ The Gallery is organised into collections and sub-collections.
- ✓ Every album sits in the right collection, with the same visibility as before.

## Troubleshooting

### I see "Enter a name for the collection"



The name is required: type it and select Create collection again.

### I can't put a collection inside another



A collection that already has sub-collections cannot become a sub-collection itself: more than two levels cannot be created.

**I can't see Move to... on albums**



You also need the Manage gallery albums permission. Ask whoever manages the community's roles.

**I see "Something went wrong. Please try again."**



The change was not saved. Check your connection and try again.